

7-1111-1 EN

2 January 1985

MEMORANDUM FOR:

[redacted]
Chief, Administrative Staff

FROM:

[redacted]
Executive Secretary, COMIREX

SUBJECT: Reservation of Conference Room 6W02 - COMIREX Meetings

1. The COMIREX normally meets on the first and third Wednesdays of each month. We, therefore, request that Conference Room 6W02, [redacted] be reserved for COMIREX use on these days. Additionally, special meetings may be necessary from time to time depending on the needs of the Committee; reservations for any special meetings will be made as needed. Listed below are the appropriate dates for the regular Wednesday COMIREX meetings for the next twelve months:

<u>DATE (WEDNESDAY)</u>	<u>PRE-COMIREX</u> (Do Not Post)	<u>COMIREX MEETING</u> (Please Post)
* 9 January	0930-1000	1000-1330
* 23 January	0930-1000	1000-1330
6 February	0930-1000	1000-1330
20 February	0930-1000	1000-1300
6 March	0930-1000	1000-1330
20 March	0930-1000	1000-1330
3 April	0930-1000	1000-1330
17 April	0930-1000	1000-1330
1 May	0930-1000	1000-1330
15 May	0930-1000	1000-1330
5 June	0930-1000	1000-1330
19 June	0930-1000	1000-1330
10 July	0930-1000	1000-1330
* 24 July	0930-1000	1000-1330
7 August	0930-1000	1000-1330
21 August	0930-1000	1000-1330
5 September	0930-1000	1000-1330
18 September	0930-1000	1000-1330
2 October	0930-1000	1000-1330
16 October	0930-1000	1000-1330
6 November	0930-1000	1000-1330
* 27 November	0930-1000	1000-1330
4 December	0930-1000	1000-1330
18 December	0930-1000	1000-1330

2. The COMIREX meeting proper (1000-1330) should be posted on the lobby bulletin board as "COMIREX." The pre-COMIREX session (0930-1000) should not appear on the bulletin board. We also request that one overhead projector be available for use in the conference room during COMIREX meetings. [redacted]

[redacted]

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